

## *Attachment “A”*

# *THE MARJORIE LUKE THEATRE* *POLICIES & INFORMATION*

### *CONTENTS:*

- *Reservations and Availability of the Theatre*
- *Staff*
- *Advertising*
- *Access Accommodations*
- *Concessions*
- *Respect*
- *Safety*
- *Fire Safety*
- *General Information*
- *Maintenance*
- *Discipline and Control of Participants*
- *Supervision of Minors*
- *Technical Policies*
- *Videography, Photography and Other Recording*
- *Miscellaneous*
- *Advance Planning*

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### **Reservations and Availability of the Theatre**

- Requests for date reservations may be made up to 1 (one) year in advance, but reservations may be confirmed no more than 9 (nine) months in advance. Any exception requires Theatre Management approval.
- Any request to book the theatre for more than 2 (two) weekends or that does not provide a (2) two-week break between shows is subject to Theatre Management approval.
- For any reservation, if challenged by a second party, potential Licensee is given 48 hours notice to confirm dates by signing contract and paying the pre-arranged deposit.
- If a License Agreement for use of the theatre is not signed and returned by the Licensee within two weeks after contract preparation, the date(s) reserved by Licensee shall be released, the offer represented by the proposed License Agreement withdrawn and the Marjorie Luke Theatre shall be under no obligation to Licensee.
- Licensee shall have the right of ingress and egress through only those halls and corridors of Santa Barbara Junior High School (“School”) adjacent to the Marjorie Luke Theatre, as reasonably required for Licensee’s authorized use(s), but acquires hereby no other rights to use or interests in the theatre premises and equipment subject to the License Agreement or any other part of the School. However, any use of the non-stage areas of the theatre must be approved by the Theatre Manager and details discussed with the Marjorie Luke Theatre Technical Director and/or Theatre Manager.
- Rehearsals:
- All performing events will have booking priority over rehearsals.

- A maximum of 4 (four) rehearsal days may be booked more than 30 (thirty) days in advance. More than 4 (four) rehearsal days may be booked 30 (thirty) days or less prior to first performance.
- Spectators in the Theatre during a rehearsal may not exceed 25. Spectators numbering 26 or more will constitute an audience and applicable performance rates will be charged, or Front of House staff will be employed and charged to the Licensee.

## **Staff**

- *An authorized representative of the Marjorie Luke Theatre shall be present at the expense of the Licensee at all times during Licensee's use of the premises.*
- *The Marjorie Luke Technical Director or Theatre Manager reserve the right to determine minimum staffing at all events, including, but not limited to, security guards if necessary, at the expense of the Licensee.*
- *The Marjorie Luke Theatre will supply all front-of-house staff. All fees will be charged to the Licensee.*
- *The Marjorie Luke Theatre will supply and/or train all stage crew as needed. Associated Labor costs will be charged to the Licensee.*

## **Advertising**

- Advertising is prohibited for a show unless a deposit has been received along with a signed contract.
- Use of the kiosk for advertising space is provided free of charge for use by the Licensees, first come first served, and space must be scheduled with the Theatre Manager. Kiosk space may be used a maximum of three weeks prior to event. When using this space, Licensee agrees to conform to the following:
- Professionally made signs are required.
- Signage must fit into a 3' x 6' space.
- Licensee agrees that any advertising or promotion done for Licensee's show will not be obscene under local, state or federal laws, ordinances, or regulations and will comply with all the laws, ordinances and regulations of the City and County of Santa Barbara, State of California, and United States of America.
- All advertising must include a statement of the amount of the ticket price that will be applied to Marjorie Luke Theatre facilities fee.
- All display ads, posters, press releases, etc. disseminated by the Licensees shall be required to indicate the Marjorie Luke Theatre's accessibility by using the wheelchair and ALS graphic symbols.

## **Access Accommodations**

- *Licensees are required to hold all wheelchair seating until the day of performance.*
- *When a performance is sold out, accommodation for 2 (two) wheelchair patrons will remain available until 2 (two) hours prior to curtain. If the remaining wheelchair seats are not purchased by this time, the tickets may be sold as regular seats.*

## **Concessions**

- Any request(s) to sell Refreshment concessions must be submitted in writing to the Theatre Manager (excluding Alcohol or Tobacco products.)
- With the prior consent of the Theatre Manager, Licensee may conduct on-premises sales during an event, selling items (programs, T-shirts, etc.) related to such event. The Marjorie Luke Theatre will receive 10% of gross sales of such items. Licensee shall submit a written account of all Refreshment gross sales to the Theatre Manager within 48 hours after the last day of the event.

## Respect

- *This is your community theater. Please respect it. It is the responsibility of all persons utilizing the Marjorie Luke Theatre to leave the Theatre in the condition in which it was found. Any damage or alteration will be charged to the Licensee.*
- *Seats are provided for sitting in dressing rooms and in other areas as needed. The Theatre seats are for sitting only. Climbing over or standing on seats is not permitted. Users of the Theatre shall not sit or stand on counters, sinks or any other surface or object not intended for such use.*
- *The stairs on each side of the front of the stage are the only way individuals may move from the stage to the auditorium. Sitting on, jumping up onto or down from the front of the stage is prohibited.*
- *Before entering offices, dressing rooms or bathrooms, knock and identify oneself before entering, out of respect for privacy.*

## Safety

- No one is allowed in the Theatre without the presence of a member of the Marjorie Luke Theatre staff.
- No one may handle or operate any technical equipment or tools without the approval of the Technical Director. Technical Director will supervise the safe operation of all theatre equipment and working crews.
- Minors are not allowed in the theatre, scene shop or dressing rooms or Bryan Family Foyer without adequate and responsible adult supervision. Adults are ultimately responsible for the personal safety of and appropriate behavior of minors in the Luke Theatre.

## Fire Safety

- *The Technical Director requires notice concerning the use of, and safety precautions taken for, any unusual scenic elements: special lighting fixtures, flash pots, high elevation platforms, scenery rigged to fly, and the like. If scenic elements arrive at the theatre and are deemed unsafe, they will not be allowed to go on "as is". It is the responsibility of the Licensee to repair them.*
- *Fire and smoke effects are not allowed in the theatre. Laser effects require approval two weeks prior to the performance.*
- *All scenery and props must have approved flame-proofing applied before loading into the Marjorie Luke Theatre. Licensee must provide official certification.*
- *Fire laws require that there be no cable, tripods, equipment or obstructions of any kind in the audience seating area, aisles, exit doors and hallways when an audience is in attendance. Platforms, cameras or other obstructions may be allowed in restricted areas where audience seating can be roped off and a safe exit for patrons provided.*

## General Information

- The Marjorie Luke Theatre is technically a "road house," i.e. all shows coming in should be self-contained.
- The stage floor and walls may not be painted. Accepted stage screws and nails may be used at the discretion of the Technical Director.
- Audience seats may be removed with the permission of the Marjorie Luke Technical Director and/or Theatre Manager.
- Children are to be kept under close supervision since the stage is potentially dangerous at all times.
- No one is allowed in the theatre without the presence of a member of the Marjorie Luke Theatre staff.
- The Marjorie Luke Theatre has a limited supply of tools, which will be made available for use for your production. Expendable items including but not limited to: theatrical gel media, tape, and specialty hardware are not stocked by The Marjorie Luke Theatre and should be brought in by the Licensee. Contact Technical Director 2 (two) weeks in advance of load-in to confirm all technical needs.
- Loading and unloading of scenery can solely be done through the loading door and only by prior arrangement with Technical Director.

## Maintenance

- *With the exception of clear water in plastic bottles with caps - food and drink are not allowed onstage, in the auditorium or in the Bryan Family Foyer AT ANY TIME. The only exception is when food or drink is used as a part of a performance as mandated by the script. This must be approved with the Theatre Manager in advance. Any consumables sold or distributed in the lobby being transported backstage must be brought in through the scene shop door - not through the theatre.*
- *Clean up of all facilities utilized during rehearsal and production will be done in a timely manner – this includes but is not limited to scene shop, stage, dressing rooms and any areas used by licensee.*
- *Clean up must be done during pre-arranged rental hours.*

## Discipline and Control of Participants

- *The adult(s) in charge of the group utilizing the Marjorie Luke Theatre must maintain control and discipline of all minors, and take responsibility for insuring appropriate behavior of minors and adults at all times.*
- *The Luke Theatre Manager and/or Technical Director will address any problems that may arise by enlisting the assistance of a predetermined chain of command of adults in charge. Problems may include but are not limited to inappropriate or unsafe behavior, abuse of facility and/or equipment and breaking of theatre policies.*
- *If satisfaction is not achieved to promptly rectify a problem, Luke Theatre Staff will go to the next person in charge in the chain of command. The Luke Staff may also enlist the support of the SBJHS Principal and/or administrator to resolve issues when deemed necessary.*
- *If a safety hazard exists then the Luke Theatre Manager and/or Technical Director are empowered to halt any activity that poses such a hazard.*

## Supervision of Minors

- *Minors must be supervised by an appropriate number of responsible adults at all times.*
- *Supervisors must read the policies of the Theatre, understand that it is their task and responsibility to insure that minors adhere to these policies and have the authority to discipline the students.*
- *Supervisors will be assigned to specific areas of the theatre including but not limited to dressing rooms, scene shop, stage right, stage left, auditorium, and lobby to insure that children are supervised throughout the Theatre.*
- *Children being dropped off at the theatre must wait for the adequate number of adult supervisors from their performance group to arrive before entering the SBJHS building.*

*Theatre Personnel are present to offer production support services - not to be supervisors of minors, disciplinarians or baby-sitters.*

## Technical Policies

- *Operation of Marjorie Luke Theatre equipment is at the discretion of the Technical Director.*
- *Technical Director will supervise the safe operation of all theatre equipment and working crews.*
- *To obtain technical information or to review equipment and services, an appointment is required. The Technical Director's schedule varies greatly from week to week. Please call (805) 884-4087 ext 2 for an appointment.*
- *The Marjorie Luke Technical Director has the right to determine staffing for each event and will hire employees for each stage job as needed. Any associated costs will be passed on to Licensee.*
- *The Marjorie Luke Theatre Technical Director must approve any construction or painting to be done in any part of the Marjorie Luke Theatre.*
- *All photography and videotaping must be approved by the Marjorie Luke Technical Director or Theatre Manager one week before load-in.*
- *Storage space is not available before or after your event. The theatre has no storage spaces. Nothing can be left in the theatre for later pick up without prior arrangement. Everything must go out during your strike. The Marjorie Luke Theatre cannot be responsible for any equipment left after that day.*

- Licensee must appoint a representative to set crew calls with the Marjorie Luke Technical Director and be responsible for Licensee's production members not employed by the Marjorie Luke Theatre. Complete advanced planning and notice will help avoid problems.
- Licensee must provide the Marjorie Luke Technical Director with lighting plot, ground plan and work/rehearsal schedule two weeks prior to move-in. Licensee may contact Luke Theatre Technical Director for assistance or advice in obtaining such designs.
- It is the responsibility of the Licensee to leave the Theatre in the condition in which it was found. Any damage or alteration will be charged to the Licensee.

## **Videography, Photography and Other Recording**

- *All photography and videotaping must be approved by the Marjorie Luke Technical Director or Theatre Manager one week before load-in, and included and approved in the contracted scheduling of theatre use.*
- *Sound feed from sound board for audio or video recording must be requested in advance and approved by Technical Director.*

## **Miscellaneous**

- Lost and found items will be turned in to the Theatre Manager's Office. Management is not responsible for lost or stolen items.
- The Marjorie Luke Theatre reserves the right to refuse to license to amplified or rock-type bands. In no case will such a refusal be based to any degree on race, color, creed, sex or any other class of persons protected under applicable law.
- Smoking or drinking alcohol is prohibited in the auditorium or anywhere on the Santa Barbara Junior High School campus in compliance with State and Federal Law.
- Violation of said ordinance will result in a monetary fine and may result in cancellation of event.
- Phones in the Business Office or Scene Shop are not for Licensee's use. There is a phone installed in the Green Room for Licensee's use, which will allow local calls.
- The Marjorie Luke Theatre reserves the right to refuse to license the use of its facilities for any film or performance of any type that is obscene or defamatory as defined by the laws, ordinances, or regulations of the City or County of Santa Barbara, State of California, or United States of America. For example, a film or performance is obscene if it appeals to the prurient interest, depicts or describes sexually explicit conduct, and lacks serious literary, artistic, political or scientific value.
- The Marjorie Luke Theatre further reserves the right to refuse to license use of its facilities for any film or performance of any type depicting or suggesting minors engaged in sexual conduct.
- The Marjorie Luke Theatre reserves the right to refuse to license the use of its facilities for any film or performance of any type that is inconsistent with the Motion Picture Association designations of G, PG, PG-13.

## **Advance Planning**

- *Licensee must appoint a representative to set crew calls with the Marjorie Luke Technical Director and be responsible for Licensee's production members not employed by the Marjorie Luke Theatre. Complete advanced planning and notice will help avoid problems.*
- *Licensee must provide the Marjorie Luke Technical Director with lighting plot, ground plan and work/rehearsal schedule two weeks prior to move-in. Licensee may contact Luke Theatre Technical Director for assistance or advice in obtaining such designs. Licensee must also provide the Technical Director all appropriate materials including but not limited to an accurate production script no later than move-in, if assistance of Luke technical staff is expected in production.*

**Use of Theatre must be limited to the agreed upon times determined in License Agreement. Requests for additional time in the Theatre may incur extra charges and must be approved in advance by the Theatre Manager. No Exceptions. These policies are necessary to insure the accuracy, efficiency, and security of the Marjorie Luke Theatre. We appreciate your support and cooperation and ask that you convey these policies to members of your company. Failure to comply with the policies will give the licensor the right to terminate the license agreement. Thank you for your compliance.**

**Policies and Information subject to change without notice.**